

SITE VISIT

FEBRUARY 8, 2013

**RESIDENTIAL ALARM SYSTEMS
U.S. EMBASSY – COPENHAGEN, DENMARK**

1. EACH OF THE PERSONS ATTENDING THE SITE VISIT MUST BE INTRODUCED.
2. INTRODUCTION OF EMBASSY ORGANIZATION, E.G., CONTRACTING OFFICER (CO), CONTRACTING OFFICER REPRESENTATIVE (COR), CONTRACT ADMINISTRATOR, ETC.
3. THE PURPOSE OF THE SITE VISIT IS TO DISCUSS ALL ADMINISTRATIVE AND TECHNICAL REQUIREMENTS CONCERNING THIS SOLICITATION.
4. ANY STATEMENTS MADE AT THE SITE VISIT DO NOT CHANGE THE SOLICITATION. ALL CHANGES WILL BE WRITTEN AMENDMENTS TO THE SOLICITATION.
5. ALL CORRESPONDENCE SHOULD BE IN ENGLISH AND ADDRESSED TO THE CONTRACTING OFFICER.
6. ALL WRITTEN QUESTIONS RECEIVED PRIOR TO AND DURING THE SITE VISIT WILL BE RELEASED AS SOON AS POSSIBLE AFTER THE CONFERENCE IN WRITING AND AT THE SAME TIME TO ALL OFFERORS WHO RECEIVED A COPY OF THE SOLICITATION.

ADMINISTRATIVE AND TECHNICAL REQUIREMENTS

SECTION 1 – THE SCHEDULE

1. Scope of Contract

The requested service consists of the supply, installation and maintenance of residential alarms systems.

The performance period of this contract is from the start date in the Notice to Proceed and continuing for 12 months, with four (4) one-year options to renew. The initial period of performance includes any transition period authorized under the contract.

2. Pricing

This is an Indefinite-Delivery Indefinite-Quantity type contract under which may be placed firm-fixed price task orders.

The prices listed shall include all costs (labor, materials, overhead and profit). No additional costs will be accepted during the contract period.

All prices must be fixed prices. No changes will be made after the contract is signed.

The rates for the option years must be in the offer and are not subject to renegotiation after the contract is signed.

The VAT (Moms) should be shown separately on invoices.

The contract minimum and maximum for the base year is:

1. Furnishing, installation, maintenance and testing of new alarm systems (2.1.2.): minimum of one (1); maximum of sixty (60).
2. Removal of existing systems (2.1.4.): minimum of one (1); maximum of twelve (12).

The contract minimum and maximum for the first option year is:

1. Maintenance and testing of existing alarm systems (2.2.1.): minimum of one (1); maximum of sixty (60).
2. Furnishing, installation, maintenance and testing of new alarm systems (2.2.2.): minimum of one (1); maximum of twelve (12).
3. Removal of existing systems (2.2.4.): minimum of one (1); maximum of twelve (12).

The contract minimum and maximum for the second option year is:

- 1. Maintenance and testing of existing alarm systems (2.3.1.): minimum of one (1); maximum of sixty (60).**
- 2. Furnishing, installation, maintenance and testing of new alarm systems (2.3.2.): minimum of one (1); maximum of twelve (12).**
- 3. Removal of existing systems (2.3.4.): minimum of one (1); maximum of twelve (12).**

The contract minimum and maximum for the third option year is:

- 1. Maintenance and testing of existing alarm systems (2.4.1.): minimum of one (1); maximum of sixty (60).**
- 2. Furnishing, installation, maintenance and testing of new alarm systems (2.4.2.): minimum of one (1); maximum of twelve (12).**
- 3. Removal of existing systems (2.4.4.): minimum of one (1); maximum of twelve (12).**

The contract minimum and maximum for the fourth option year is:

- 1. Maintenance and testing of existing alarm systems (2.5.1.): minimum of one (1); maximum of sixty (60).**
- 2. Furnishing, installation, maintenance and testing of new alarm systems (2.5.2.): minimum of one (1); maximum of twelve (12).**
- 3. Removal of existing systems (2.5.4.): minimum of one (1); maximum of twelve (12).**

3.0 Offers and Payment in Dollars - U.S. firms are eligible to be paid in U.S. Dollars. U.S. firms desiring to be paid in U.S. Dollars should submit their offer in U.S. Dollars. A U.S. firm is defined as a company which operates as a corporation incorporated under the laws of a state within the United States.

Foreign Firms – Any firm, which is not a U.S. firm, is a foreign firm. Any firm that does not meet the above definition of U.S. firm shall submit bids prices in Danish Kroner (DKK) and receive payment in Danish Kroner (DKK).

**CONTINUATION TO SF-1449,
RFP NUMBER SDA200-13-R-0001
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20**

1. Performance work Statement

The alarm systems provided shall interface with a central alarm monitoring system (CAMS) via radio signal and GSM or GSM and internet (not telephone lines) using repeaters supplied by the Contractor as necessary.

The alarm systems shall have available and use of common hardwire/wireless alarm sensors/transmitters, including, but not limited to:

- door contact sensors or motion detectors
- hard-wired/wireless and/or hand-held panic buttons

1.1 React Teams & Monitoring

The CAMS shall operate 24 hours a day, 7 days a week.

React teams shall respond within 10 minutes.

The Contractor shall maintain a log of all call-outs for response by the react teams, including "false" alarms.

Each react team shall consist of a minimum of one (1) security guard. This security guard may also be the driver.

The Contractor shall ensure that the react team possesses a working capacity of the English language.

The Contractor shall maintain a 24-hour, 365-day per year operation center. The Contractor must staff the operation center with personnel who possess working-level English language capability.

The Contractor shall keep a complete log of all calls, react teams dispatched, follow-up actions, report malfunctions, and equipment maintenance and provide a copy to the Government.

Immediately after an alarm or panic alert is received and a React Team is dispatched, the Contractor's operation center shall notify the Embassy's Marine Security Guard Post 1 via telephone and keep Post 1 informed concerning the progress/resolution of the situation.

1.2 Start-up of Existing Alarm Systems

The Contractor shall survey and activate existing alarm systems in designated residences.

1.3 Furnishing and Installation of New Alarm Systems

The Contractor shall provide, install, and activate new electronic alarm systems, consisting of the following components, in designated one-floor residences on the main access floor only (in multi-floored houses, including those with basements, the Contractor shall alarm all accessible windows and doors will be alarmed):

- central alarm panel capable of monitoring multiple zones
- LED key pads
- radio and GSM or GSM and internet reporting
- electrical connection
- battery back-up (6 hours minimum capacity)
- infra-red detectors/radar motion detectors, magnetic contact sensors
- hard wired/wireless and/or hand-held panic alarm buttons
- interior siren
- all necessary wiring and cabling

The Contractor shall not install more than the maximum number of sensors (6) without the specific approval by the COR

If the installation shows weak spots where the intended security of a location is compromised, the COR shall have the right to request the Contractor to move the placement of any alarm system component installed by the Contractor until satisfactory security coverage is reached, without extra cost to the Government.

The Contractor shall replace inoperable alarms within twelve (12) hours from when the installation test is completed. If the Contractor needs to deviate from the twelve (12) hour requirement, the request for deviation shall be in writing to the COR for approval and shall be of no cost to the Government.

When occupants of a residence change, the Contractor shall update the name information for that residence at no additional cost to the Government.

1.3.2. Access

The Contractor shall ask the COR in writing for permission to access properties covered under this contract, for the purpose of routine maintenance at least one (1) week in advance. The Contractor may make oral emergency requests followed up by a written request on the next business day. The Contractor shall not make requests for access for routine maintenance directly to the resident.

1.3.3. Type of equipment

The Contractor shall propose and furnish only equipment that is adequate to complete performance under this contract.

1.3.4. Installation Warranty

The Contractor shall warrant all the systems furnished and installed by the Contractor against troubleshooting as a result of faulty or inappropriate installation. The Contractor shall correct any such faults without charge to the Government during the term of this contract.

1.3.5. Operation Instruction Booklet

Upon each installation the Contractor provides to the resident an operation instructions booklet in the English language with instructions on how to activate/deactivate and reset the alarm system, and how to input the secret keypad code.

1.3.6. Schematics/Diagrams

The Contractor shall provide to the COR an equipment list for each residence, detailing where, and what type of sensors have been installed, within ten (10) days of installation.

1.4. Removal of Existing Alarm Systems

The Contractor shall remove alarm systems in designated apartments and residences, to include removal of all cabling. The Contractor shall use maximum care as to cause minimal damage to the building while removing the alarms and cabling.

2. Delivery Schedule

2.1 Start-up of previously installed alarm systems: Each individual previously installed alarm system must be activated, made operational and tested within maximum one (1) working day (8:00-18:00).

2.2 Installation of new alarm systems: Each individual newly installed alarm system must be completed, made operational and tested within maximum one (1) working day (8:00-18:00).

2.3 Individual appointments with residents for the activation of existing alarms and for the installation of new alarm systems will be made by the COR. The COR will give the Contractor a task order with at least five (5) working days' notice before each individual installation/activation appointment.

2.4. Deliverables

The Contractor shall deliver the following items under this contract:

Operation instruction booklet (in English) 1.3.5.	Upon installation
Schematics/diagrams (equipment list) 1.3.6.	10 days after install
Security 10.	7 days after award (Upon request)
Monthly reports 6.	Monthly

2.5 Period of Performance

Expected performance period is five years (one base year plus four option years) from Notice to Proceed.

The Contracting Officer may also extend the contract for an additional six (6) months, if required by the Government, in accordance with the FAR clause 52.217-8 OPTION TO EXTEND THE SERVICES in Section 2 of the contract.

3. Task Orders

If a task is given orally, it will be followed up by a written task order within two (2) days of the oral order.

Work for alarm maintenance task orders are to be completed within 48 hours of request.

4. Project Management and Supervision

The Contractor shall assign a specific project manager who will be direct liaison with the COR concerning all work related to this contract. The Contractor's project manager shall be able to speak and understand the English language at Level 2. Level 2 is defined as being able to verbally satisfy routine demands and limited work requirements, and being able to comprehend simple written material on subjects within familiar context.

Quality control shall be the responsibility of the Contractor.

5. Coverage During Extended Power Outages

If power outages last longer than the alarm system's reserve battery power, the Contractor shall coordinate with the COR to provide additional reserve battery power until power is restored.

6. Reporting

The Contractor shall provide the COR:

- monthly statistics showing all incidents involving the U.S. Mission residences, including but not limited to burglaries, attempted burglaries, thefts, assaults etc.
- monthly statistics for all properties protected by the contract on a monthly basis for comparison with the property protected under this contract.

7. Subcontracting

The Contractor shall not subcontract any work to be performed without the express consent of the Contracting Officer.

10. Security

The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

All Contractor personnel will be licensed and undergo a police record check in accordance with Danish law. The Contractor will provide the Government with evidence of licensing and police clearance upon request.

13. Lawful Operation, Permits and Indemnification

The Contractor shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts:

(1) Bodily Injury stated in Danish Kroner (DKK):

Per Occurrence	DKK 10,000,000
Cumulative	DKK 10,000,000

(2) Property Damage stated in Danish Kroner (DKK):

Per Occurrence	DKK 10,000,000
Cumulative	DKK 10,000,000

The types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

For those Contractor employees assigned to this contract who are either United States citizens or hired in the United States or its possessions, the

Contractor shall provide workers' compensation insurance in accordance with FAR 52.228-3.

Permits. Without additional cost to the Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work under this contract. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The Contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its proposal. Application, justification, fees, and certifications for any licenses required by the host government are entirely the responsibility of the Contractor.

Workers' Compensation and Employer's Liability
Workers' Compensation and Occupational Disease Statutory, as required by local law.

Employer's Liability DKK 12,000,000

15. Certificate of Insurance

The Contractor shall furnish to the Contracting Officer a current certificate of insurance as evidence of the insurance required.

EXHIBIT A – Contractor Furnished Materials

The Contractor shall provide all equipment, materials and supplies required to performed, including, but not limited to the items specified in Exhibit A.

EXHIBIT B – Government Furnished Property

None

EXHIBIT C – React Team Instructions

To be incorporated from the Contractor's proposal at the time of award.

EXHIBIT D – Residences

Individual addresses will be provided after contract award.
Current numbers of residences having alarms are appx. 60.

SECTION 2 – CONTRACT CLAUSES

The full text of contract clauses may be accessed electronically at:

<http://acquisition.gov/far/index.html>

or

<http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use an Internet “search engine” (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

PLEASE OBSERVE:

U.S. Government contract - No Offeror Standard Terms & Conditions will be allowed.

NEW REQUIREMENT:

All U.S. Government contracts above \$25,000 (appx. 145,000 DKK incl. 25% VAT) require a DUNS Number (Dun and Bradstreet Number).

FAR 52.204-99, “System for Award Management Registration”, see page 31 – 33 of the solicitation.

FAR 52.222-50, “Trafficking in Persons”

The Department of State employs contractors to support mission objectives throughout the world. Trafficking in persons (TIP) encompasses a variety of illegal and exploitative practices that occur throughout the world. The U.S. Government has a zero tolerance policy towards engagement in TIP by any recipient of federal funds. Every instance must be reviewed and addressed. FAR 52.222-50, Combating Trafficking in Persons, sets government-wide requirements for preventing these practices.

652.232-70 Payment Schedule and Invoice Submission (Fixed Price)

Invoices should be submitted to:

The American Embassy
Dag Hammarskjölds Allé 24
2100 København Ø
Attn.: FMO

The task order/delivery order number is to be included on the invoice and must specify cost by location/residence address. Invoices are to be submitted electronically to the e-mail address:

copenhagenusfaktura@state.gov

The Contractor shall show VAT as a separate item on invoices submitted for payment. Invoices will be paid within thirty (30) days using the currency within Section 1, paragraph 2.1 through 2.5.

Key elements of the solicitation

Question and answers:

- * Only written responses from the Contracting Officer are considered official.

Amendments to the solicitation:

- * You must acknowledge receipt of all amendments in writing.

Submission of proposals:

- * Proposals are due by 14:00 hours on February 27, 2013.
Negotiations, written or verbal as necessary, will be conducted as soon as possible thereafter.

Your proposal must be “Responsive”!

All proposals must be considered responsive. Responsive means that:

1. All required documents are submitted as required in Section 3.
2. The documents submitted are properly executed.
3. The documents are submitted by the due date.

FAILURE TO SUBMIT PROPERLY EXECUTED DOCUMENTS IN A TIMELY MANNER MAY BE CONSIDERED “NON-RESPONSIVENESS” AND YOUR OFFER MAY BE REJECTED.

Your Proposal package must consist of:

- Completed Standard Form (SF) 1449 (Cover page), Blocks 17,24 and 30 as appropriate.
- Fully completed Section 1 – The Schedule.
- All information as required by Continuation to SF-1449, Schedule of Services, of the solicitation.
- Fully completed Section 5 – Offeror Representations and Certifications.

The mailing address for proposal submission is identified in the Standard Form 1449, Block 9.

Basis of award

The award selection will go to the lowest priced, technically acceptable, responsible Offeror.

The U.S. Government may award the contract based on initial proposals and without holding discussion (negotiation), provided that the U.S. Government considers such offer to be reasonable and in its best interest.

Evaluations of Options:

The Government will evaluate offers for award purposes by adding the total price for all Options to the total price for the basic requirement. Evaluation of Options will not obligate the Government to exercise the Option(s).

CONFERENCE AND SITE VISIT ATENDEES

NAME	COMPANY REPRESENTED
Peter Høgh	Dansikring Direct
Allan Bungaard	Dansikring Direct
Thomas Herskind	Stanley Black & Decker Security Solutions
Henrik Malberg	Stanley Black & Decker Security Solutions
Rodrigo Diaz	Stanley Black & Decker Security Solutions
Lars Preuss Heglund	Honeywell Building Solutions
Flemming Thirsgaard	Honeywell Building Solutions
Bo Andersen	G4S Security Services A/S
Jesper Damgaard	G4S Security Services A/S
Jacob Frederiksen	Låsepartner Elektronik
Per Svensson	Låsepartner Elektronik

EMBASSY STAFF
Daniel L McManus, Contracting Officer
Dimas Jaen, Regional Security Officer
Daniel Kinney, Assistant Regional Security Officer
Martin N Andersen, Security Investigator
Bjarke Dalsgaard, Security Coordinator
Ulrika C Madsen, Contracting/ Purchasing Agent